

Jessica Graham joined the Triangle team in 2008 as a Program Assistant with over five years of educational experience. She currently provides administrative support to most of the education and technical assistance programs, including King County Waste Reduction and Recycling Program, King County Green Schools Program, City of Bellevue Waste Reduction and Recycling Program, Seattle City Light Climate Change Program and City of Everett Water Workshops.

A former librarian, Jessica has experience developing educational materials and presentations, and planning and organizing events, along with recruiting and training volunteers.

Jessica plays a key support role within Triangle. She oversees program databases, schedules classroom workshops, creates props and materials for education projects, and sends out and tracks both student and teacher evaluations. Her knowledge of Access Database allows her to assist with database maintenance tasks, while her experience with InDesign enables her to create colorful and professional promotional and educational materials.

Jessica's strong attention to detail, organizational experience, flexibility, and her positive relationship with and responsiveness to clients and schools makes her a critical member of each project team.

EDUCATION AND TRAINING

–B.S., Washington State University, Psychology

–B.A., Washington State University, Criminal Justice

–Certified Professional in Human Resources (PHR), Human Resources Certification Institute

Selected Project Experience

King County Waste Reduction and Recycling School Program for Grades 1-12, 2008 – Present:

- Schedules elementary assemblies and workshops, communicating with teachers, parents, presenters and other school personnel.
- Sends out and tracks student and teacher evaluation materials for all programs.
- Communicates with teachers and presenters for evaluation follow ups.
- Maintains and updates internal and King County databases.
- Assists with updating materials and creating workshop props.

King County Green Schools Program, 2008 – Present:

- Serves as extension of client's administrative support team.
- Maintains and updates internal database.
- Designs and develops spreadsheets to easily record and track information.
- Provides timely responses to data requests.

City of Bellevue Waste Reduction and Recycling School Program, 2009 – Present:

- Schedules elementary assemblies and workshops, communicating with the Resource Conservation Manager, teachers, and presenters.
- Sends out and tracks teacher evaluation materials.
- Updates project databases and provides a monthly progress report.

City of Everett Water Education Programs, 2008 – Present:

- Markets and schedules all elementary and secondary workshops. Maintains and updates internal database. Creates monthly reports and tracks program deliveries for all workshops.
- Assists with updating materials and creating workshop props.
- Compiles evaluation data and information for year-end evaluation report.
- Tracks give-away items and follows up with teacher to ensure accuracy.

Seattle City Light Climate Change Education Program, 2008 – 2014:

- Marketed and scheduled elementary assembly, classroom workshops and teacher trainings.
- Updated and maintained internal database with evaluation, registration and contact information.